

78-3261

16 OCT 1978

MEMORANDUM FOR: Director of Personnel

FROM : James H. Taylor, Chairman
Executive Career Service Board

SUBJECT : Comments on Revised Fitness Report

REFERENCE : DDCI Memorandum of 5 October 1978; Subject:
Follow-up [redacted] 29-30
September 1978

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Item II - A 7

Reference: Memorandum for Director of Personnel

From : Chairman, Executive Career Service Board dated
14 August 1978; Subject: Comments on Personnel
Evaluation Task Force Report (Attachment 1)

1. We remain opposed to a 7 point rating scale for the reasons stated in my 14 August memorandum. I believe that the proposed "Seven Point Scale Performance Definitions" clearly exemplify the difficulty of distinguishing, in a useful way, inconsequential variances among a large number (7) of performance levels. For example, what is the significant difference between someone who needs "constant" supervision and one who needs "continual" supervision? or someone whose work "frequently" or "consistently" falls short of expectations? or is completed "ahead" of or "well ahead" of deadlines. Furthermore, suppose a duty does not permit new approaches nor involve deadlines, nor provide routine or moderate or constant supervision, nor has "priority" elements, etc.

2. I also feel strongly that a number of general attributes, e.g., attitude, punctuality, judgment, inter-personal relationships, mobility, leadership, versatility, etc., should be pre-printed and commented upon on the form. (See Attachment 2)

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3. Lastly, it would appear that, if the Agency is serious about EEO actions on the part of its managers, a part of the form should be specifically reserved for an evaluation of manager's performance in this area with reference specifically to the DDCI memorandum of 5 July 1978 and the manager's specific responsibilities and performance.



James H. Taylor

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Attachments:

- 1 - Chmn/ECSB Memo dtd. 14 August 1978
- 2 - "E" Career Service Supplemental
Evaluation Report